

ADMINISTRATIVE-INTERNAL USE ONLY

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1st item DDS

8 SEP 1972

Support Chiefs

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support
Deputy Director for Science and Technology

SUBJECT: a. Records Management Officers Conference

Mr. Colby's memo to The four Deputies dated 8 September 1972 is reproduced for your information.

" 1. The sixth annual Records Management Officers Conference is scheduled to take place at [REDACTED] October 25th, 26th, and 27th. This year's Conference will concentrate upon information-handling problems of this Agency for today and the future, and the role of the Records Management Officer in helping to solve these problems. The general format will include presentations to all Records Management Officers on these themes, followed by Directorate discussions which will localize problems and solutions to the individual Directorates.

2. I believe this is an important Conference in terms of generating motivation and enthusiasm on the part of Records Management Officers doing a better job in assisting our Office and Division heads. I would hope that you would encourage your Records Management Officers within your Directorate and its components to attend this Conference. "

[REDACTED]

W. E. Colby
Executive Director-Comptroller

STATINTL

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